

NEW SALES LEAD

Williamsburg Tourism Council
Address: 421 North Boundary Street P.O. Box 3495 Williamsburg, VA 23185 USA
Phone: 757.253.2313

Created: 04/07/2022
Response Due Date: **04/18/2022**
Decision Date: 06/15/2022
From: Julia Smyth-Young, Sales Director -- (757) 253-2313, julia.smyth-young@visitwilliamsburg.com

Lead ID: **4035**
Organization: Unified Virginia Chiropractic Association
Market Segment: State Association
Meeting: Fall 2024 Convention
Contact: Pamela (Pam) Grove
Meetings & Membership Associate
Company: Unified Virginia Chiropractic Association
Address: PO Box 15

Afton, VA 22920
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MEETING REQUIREMENTS

Requested Dates: 09/19/2024 to 09/22/2024
Meeting Dates: 09/20/2024 to 09/22/2024
Alternate Dates: 09/27/2024 to 09/29/2024
to

ROOMS FORECAST

Room Attendance: 200
Requested Rooms: 325
Requested Peak: 150

	Thu, 09/19/24	Fri, 09/20/24	Sat, 09/21/24	Sun, 09/22/24	Mon, 09/23/24	Tue, 09/24/24	Wed, 09/25/24
Requested Rooms	25	150	150				

COMPETITION

Virginia Beach

NOTES

Meeting Requirements:

See attached RFP

Requires 35 - 45 tabletop exhibits

- Exhibit area must be large enough so that most/all tabletops can be set around the room's perimeter only, with the center area reserved for food and beverage for the continental breakfasts, welcome reception, Saturday lunch, and possibly raffle display.
- This flow is usually accomplished in 1 of 2 ways (or a combination):
 1. Ballroom with 3+ sections: Put the exhibits in the center section of a ballroom and use the areas on either side for the two concurrent DC classes. Use the center/exhibit section entrance as the primary entrance to meeting rooms. Using the movable air walls, create entries from the exhibit area to meeting rooms at the far end. (If your movable walls have doors, even better.) or
 2. Put the exhibits in a pre-function area/foyer that people must walk through to reach the meeting rooms.

Schedule of Events:

See RFP

Comments:

- We prefer classroom for most sessions, two chairs per table preferred.
 - Can use some theater to fill in to reach needed #s, at least for larger general sessions that tend to be shorter.
 - Sometimes, use crescent rounds to fill the room, or a particular session topic lends itself to that set-up.
- Please note comp requests.

Action Requested:

Please include the following information with the proposal responding to this RFP:

- Property Name
- Address
- Web Site
- Primary Sales Contact Information:
- Name

- Job Title
 - Employer
 - Address
 - Phone
 - Fax
 - Mobile Phone
 - Email Address
 - For ALL weekends listed.
 - Meeting space diagrams and capacity charts.
 - Guest room rates.
 - Meeting room rental or food and beverage minimums, if any.
 - On-site dining options (restaurants, room service, bar/lounge).
 - Charge for exhibit table-tops, if any.
 - Confirmation of considerations.
 - Name of Audiovisual provider and AV price list.
 - Sample menus/rates.
 - Most recent renovations and any possible/scheduled renovations.
 - Parking/shuttle information.
 - Whatever additional information you would like to include to help us decide.
- Please respond directly to Pam Grove and copy Julia Smyth-Young on correspondence.